



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

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| Title Public Health Representative III - part time and temporary [Special Services (Hourly)] | | | Salary \$26.28 Hourly |
| Posting Number 75-16 | Position Number 804501 | Number of Positions 3 | Posting Period * From: 6/24/16 To: 7/8/16 |
| Location: Department of Health/WIC Services 50 East State Street, 6th Floor Trenton, NJ 08625 | | | Scope of Eligibility/Open to: Applicants who Meet the Requirements |
| GENERAL DESCRIPTION | | | |
| <p>Under direction of a supervisory official, plans, coordinates, or may assist staff of a higher level with various aspects of a public health program; does other related duties as required.</p> <p>Assist in conducting covert Compliance Buys on current or new vendors for the purpose of investigation of a complaint and to assess compliance with Federal and State regulations. Conduct follow-up Compliance Buys after re-training of vendors. Prepare Compliance Buy packets for filing. Discuss status of Compliance Buys with Program Manager or Vendor Unit Supervisor to determine next course of action. Prepare appropriate paperwork and submit to Vendor Unit Supervisor for review. Assist in monitoring of current or new retail vendors. Prepare monitoring forms and submit to supervisor for review within two weeks of visit. Upon approval, prepare letter and advise vendors of compliance or non-compliance. Assist in conducting vendor training related to non-compliance issues. Assist with local agency monitoring as requested by Program Manager. Assist with Farmers Market Nutrition Program/Seniors Farmers Market Nutrition Program, other duties relative to Vendor Unit operations and other tasks in Food Delivery Services, as needed.</p> | | | |
| REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES) | | | |
| <p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: One (1) year of experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services. Note: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p> | | | |
| FILING INSTRUCTIONS | | | |
| Forward your cover letter, resume and application for employment** to: Andrea Mahon, Executive Assistant 2 Family Health Services Reference Posting #75-16 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364 | | You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTFHS@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf | |

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**